



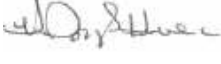
North Carolina Department of Crime Control and Public Safety
Division of Emergency Management

Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

H. Douglas Hoell, Jr., Director

MEMORANDUM

TO: Local Emergency Management Coordinator

FROM: H. Douglas Hoell, Jr., Director 

DATE: February 4, 2009

SUBJECT: Emergency Management Performance Grant (EMPG) FFY 2009 Funding

The Department of Homeland Security (DHS) has announced the release of the 2009 EMPG funding to assist state and local governments in enhancing and sustaining all-hazards emergency management programs. You are invited to submit your application to the State for this EMPG program funding for FFY 2009 (October 1, 2008- December 31, 2009).

This memorandum contains the needed forms to complete your application package. Please review this material and gather the information requested. Your Area Coordinator or Branch Manager can assist you in completing the application package. Additionally, your Area Coordinator will work with you to determine the actual percent of time you devote to emergency management, preparedness, mitigation, response and recovery activities (excluding Fire Marshal, EMS, 911, safety activities, etc.).

To receive EMPG funds, you must complete, sign and submit to your Branch Office the completed documents below by the following deadlines:

1. EM Form 66 - North Carolina Local Government Application for FFY 2009 Funding; must be completed and submitted to **your Branch Office** no later than **February 27, 2009**;
2. EM Form 66A - Federal/State/Local FY 2009 EMPG Agreement; must be completed and submitted to **your Branch Office** no later than **March 16, 2009**;

Mail:
4713 Mail Service Center
Raleigh, NC 27699-4713
Telephone: 919-733-3825

www.NCCrimeControl.org



Location:
116 W. Jones St., Ste. G120
Raleigh, NC 27603-1135
Fax: 919-733-5406

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Director
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3. A signed Position Description Certification form stating that the EM Program Director position is not vacant or is currently being filled by an acting county employee and that the job description you submit is current. This form must be completed and attached to your EM Form 66A and submitted to your Branch Office no later than **March 16, 2009**;
4. Federal Forms in EXCEL: All DHS forms must be completely filled out, attached to your EM Form 66A, and submitted to your Branch Office no later than **March 16, 2009**;
5. Separate job description or functional statement for the EM DIRECTOR POSITION only, identified on EM Form 66; must be completed and attached to your EM Form 66A and submitted to your Branch Office no later than **March 16, 2009**;
6. Current Organizational Chart; must be attached to your EM Form 66A and submitted to your Branch Office no later than **March 16, 2009**;

Funding Eligibility Criteria

Federal funds administrated through the State are available to local governments to assist in the cost of developing and maintaining an "all-hazards" Emergency Management program. Continued EMPG funding is contingent upon completion of all EMPG funding requirements. The following eligibility criteria must be adhered to during FFY 2009 for EMPG funds:

1. EMPG has a 50% County and 50% State cost share cash- or in- kind match requirement;
2. Each applicant must have met all Tier I metrics as identified in the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) and completed other requirements to become a NIMS compliant applicant;
3. Every participant must be established as an Emergency Management agency by appropriate or county resolution/ordinance;
4. The County must have a full-time or part-time (at least 50%) Emergency Management Program Director;
5. Employees must be covered by an approved Pay Plan. However, the Director may be exempt from this requirement;
6. The political subdivision must have an acceptable local travel regulation plan or accept the state travel regulations.

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I recommend you develop and complete your EMPG Application for Funding package in consultation with your key county officials. I encourage you to use this opportunity to discuss your program with your county officials. Please remember that since EMPG Awards are based upon your jurisdiction's commitment to complete activities as scheduled, failure to do so may result in a delay of your reimbursement, reduction in your grant award, or even cancellation of the grant.

EMPG quarterly activity reports, using the provided template, are to be submitted to your Area Coordinator no later than ten (10) days following the end of each quarter. These reports serve a vital role in the evaluation of your agency's performance in the completion of scheduled activities and in the preparation of reports the State must provide to Department of Homeland Security. Each report (after the initial report) will incorporate and supersede the prior report.

If you have questions about this package, please contact your Area Coordinator or Branch Manager.

Thank you.

HDH/jaa
Attachments